

DPM Download/Configuration

User Manual



PHILIPS

DPM Download/Configuration - User Manual

VERSION

DPM Download/Configuration - 08/2004 (English)

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DISCLAIMER AND NOTICES

Philips has carried out extensive testing with most popular configurations. However, since PC add-ons and device drivers change very rapidly, we are unable to guarantee conflict-free operation.

The CE mark confirms that the device corresponds to the relevant guidelines of the European Union. The cardboard used for packaging can be recycled. This electronic facility contains recyclable material.



Technical changes and errors excepted.



Declaration of Conformity

Tested to comply with FCC standards. For home or office use.

Model number:	DPM Download/Configuration
Trade name:	Philips Digital Pocket Memo
Responsible party:	Philips Speech Processing
Address:	64 Perimeter Center East, Fifth Floor, Atlanta, GA 30346, USA
Telephone number:	+1 770 821 2400

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference.
2. This device must accept any interference received, including interference that may cause undesired operation.

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Introduction

Welcome to the *DPM Download/Configuration User Manual*. The DPM Download/Configuration program assists you in configuring the DPM (Digital Pocket Memo) for your everyday work. This program enables you to make specific settings for the device and to have full control over the file transfer between the DPM and the PC.

Features

The DPM Download/Configuration program provides these features:

- Full control over the file transfer between the DPM and the PC including fully configurable automatic file transfer.
- Configuration of the DPM to suit any user's individual preferences.
- Wizard-assisted device configuration for novice users.
- Enhanced file management capabilities.
- Complete overview of all dictation sound files on the DPM via the program's DPM file list.
- Playback of DPM dictation sound files directly from the device via the integrated Player bar.
- Integrated email functionality for sending the dictation sound files via email.
- Compatible with Philips LFH 9750 (digital Dictation/Transcription System).

System requirements

The DPM Download/Configuration program requires the following hardware and software specifications in order to function properly:

Hardware requirements

- The minimum requirement for your processor is: Pentium II with 233 MHz and 64 MB RAM. We recommend to have 128 MB RAM.
- Your hard disk needs 100 MB free disk space before installation.
- You need to have a USB port.

Software requirements

- Microsoft Windows 98 SE
- Microsoft Windows Me
- Microsoft Windows NT 4.0
- Microsoft Windows 2000
- Microsoft Windows XP

Note: For all operating systems listed above, we recommend you to apply the latest Service Pack available before installing the DPM Download/Configuration program. For Windows 2000, Service Pack 3 must be installed prior to installation.

- Microsoft Internet Explorer 4.0 or later
- For sending DPM dictation files via email you need to have an email program installed. This email program has to be compatible with the Messaging Application Programming Interface (MAPI). Make sure the Mapi32.dll file is in the System folder of your Windows operating system.

Installing the program

To install the DPM Download/Configuration program, insert the installation CD into the CD-ROM drive of your computer. Setup should start automatically.

If this is not the case, start setup manually by double-clicking the setup.EXE file on the installation CD.

The installation wizard will guide you through the program installation. The pages which appear explain how to proceed.

Note: A user must have administrator rights to install the program under Windows NT 4.0, Windows 2000 and Windows XP. Contact your system administrator if you need help.

Important: We recommend installing the DPM Download/Configuration program **before** installing the DPM.

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After the installation is complete, you may be prompted to restart your computer. Sometimes restarting is necessary to activate the required drivers and system files.

The first step of the installation is to choose a language. This defines the system-wide user interface language. The language cannot be changed after installation.

Installation wizard

The Installation wizard takes you through the following steps:

License agreement

This page displays information on the DPM Download/Configuration license. Please read the information carefully. Setup cannot be continued if you do not accept this license agreement.

Customer information

On this page you enter your **User name**, **Organization** and **License key**. You will find your license key on the back of the envelope containing the installation CD. By installing DPM Download/Configuration and entering the license key, you agree to comply with the copyright laws.

Custom setup

On this page you select which program features are to be installed and the destination folder of the installation.

Ready to install the program

On this page you have a chance to review the settings you have made or cancel the installation procedure.

When you click **Install** the wizard displays the installation progress.

Installation complete

On this page you are notified that setup is complete; click the **Finish** button to exit the setup.

You might be asked to restart the PC before starting DPM Download/Configuration.

For information about the **Custom Setup** option and the **Maintenance** mode, refer to the *DPM Download/Configuration Online Help*.

Installing the DPM

When the DPM is connected to the PC for the first time, the Windows operating system detects a new device and starts the **New Hardware Found** wizard. This wizard installs the DPM and loads the required drivers automatically. When the DPM installation is complete, you may be asked to restart your PC.

If the DPM is correctly installed, the DPM will have a drive letter assigned to it. Open your Windows Explorer; the drive for the DPM appears as follows:

Removable Disk (P:) where *P* stands for the drive letter assigned by the operating system during the device installation.

For more information about installing new hardware and devices, refer to the Online Help of your Windows operating system.

Note: When installing the DPM under Windows 98 SE or Windows Me, make sure you install the DPM Download/Configuration **before** you install the device. Windows 98 SE additionally requires the installation CD for the operating system.

If you did not install the DPM Download/Configuration before installing the device and encounter problems, refer to the Readme.txt file for more information about changing the DPM's driver configuration.

Uninstallation

To uninstall the DPM Download/Configuration program from your system, go to the **Start** menu, **Settings**, **Control Panel**, **Add/Remove Programs**. Select the program from the list of installed programs and click **Remove** depending on your operating system. You will have to confirm the uninstallation. When uninstallation is complete, you may be asked to restart the PC.

Uninstallation removes all programs and files relating to DPM Download/Configuration.

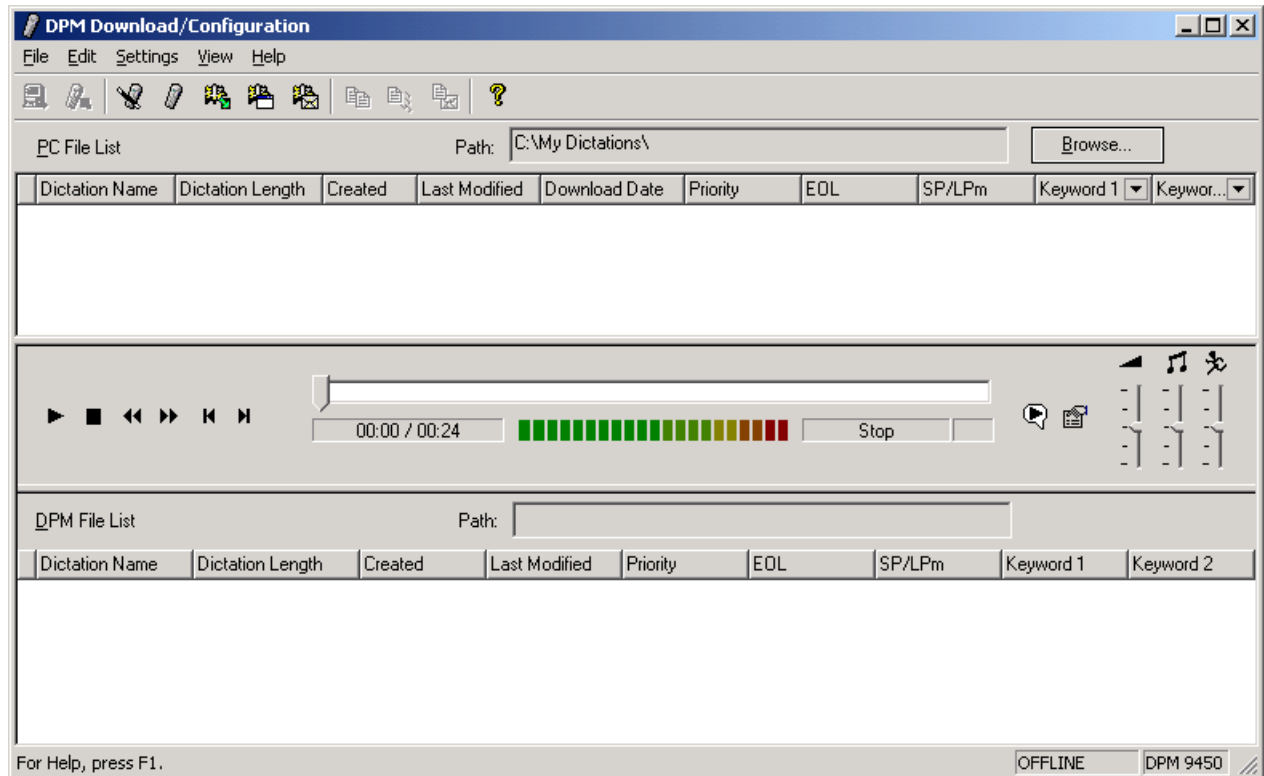
If you installed DPM Player in a separate procedure you must also uninstall it in a separate procedure. For more information refer to the *DPM Player Online Help*.

About the program

Starting the program

The DPM Download/Configuration program is started automatically after installation. When the program is started for the first time after installation, the default program configuration is displayed.

To start the program manually, you can also go to the **Start** menu of your Windows operating system and select **Programs, DPM Download Configuration**.



Program icon in status notification area

Once the DPM Download/Configuration program has been started, it will remain active in the background. This means that the program is always available via the program icon in the status notification area of the Windows task bar even if the program is closed or exited. The DPM Download/Configuration program is also started automatically in hidden form when the PC is started.

- To display the program window, right-click the program icon and select **Open DPM Download/Configuration**.
- To **not** have the program active in the background, right-click the program icon and select **Close DPM Download/Configuration**; the program icon will disappear from the task bar.

Menu bar

The DPM Download/Configuration menu bar has the following menus:

File menu

Import Configuration File

Enables you to browse for the location where configuration files are stored. The selected file is imported. The device-specific and program-specific settings stored in that file overrule the current settings in the DPM Download/Configuration program.

Note: When the user imports a configuration file, a confirmation dialog box is displayed. You must confirm the import action in order for the settings in the configuration file to be applied to both the DPM Download/Configuration program and your device.

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Export Configuration File

Enables you to browse for the location where configuration files are stored. The current device-specific and program-specific settings are stored in that file. If required, the file can be imported and the configuration settings can be applied to other DPM devices.

Exit

Exits the DPM Download/Configuration program.

When users exit the program, the current settings are stored in the registry. The DPM Download/Configuration program is still available as an icon in the status notification area of the Windows taskbar. The settings from the registry are retrieved automatically at the next program start.

Edit menu

Copy

Copies the selected dictation file from the DPM file list to the PC file list and vice versa.

Move

Copies the selected dictation file from the DPM file list to the PC file list and vice versa, and removes it from its original location.

Delete

Deletes the selected file. You will need to confirm the delete operation.

Convert

Displays the **DPM Format Selection** dialog box for converting the selected dictation file to a different audio file format.

Send

Opens the email program for sending the selected dictation file via email. If the email settings have been configured in the **Email Options** dialog box, the preconfigured settings are filled in automatically.

Properties

Displays the properties of the selected file: file size, sound file format and other file attributes.

Settings menu

DPM Configuration Wizard

Opens the **DPM Configuration Wizard**.

DPM Configuration

Displays the **DPM Configuration** dialog box.

Download Options

Displays the **Download Options** dialog box.

Note: You can also press CTRL+D to display the **Download Options** dialog box.

Program Options

Displays the **Program Options** dialog box.

Note: You can also press CTRL+P to display the **Program Options** dialog box.

Email Options

Displays the **Email Options** dialog box.

Note: You can also press CTRL+E to display the **Email Options** dialog box.

Transfer Settings to DPM

Transfers the current device-specific settings in the program to the DPM. The settings stored on the device are overwritten.

Transfer Settings from DPM

Retrieves the current device-specific settings from the DPM and loads them into the DPM Download/Configuration program. The settings in the program are overwritten.

View menu

Toolbar

Status Bar

Player Bar

DPM File List

PC File List

The check mark indicates that the respective bar/list is displayed. If there is no check mark, the bar/list is hidden.

Help menu

Contents and Index

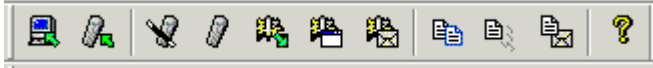
Opens the *DPM Download/Configuration Online Help*.

About DPM Download/Configuration

Provides version and copyright information about the program.

Toolbar

This is the DPM Download/Configuration toolbar:



The toolbar buttons and their functions from left to right:

Transfer Settings from DPM

Retrieves the current settings from the DPM and loads them into the DPM Download/Configuration program. The settings in the program are overwritten.

Transfer Settings to DPM

Transfers the current settings in the DPM Download/Configuration program to the DPM. The settings stored on the device are overwritten.

DPM Configuration Wizard

Opens the **DPM Configuration Wizard**.

DPM Configuration

Displays the **DPM Configuration** dialog box.

Download Options

Displays the **Download Options** dialog box.

Program Options

Displays the **Program Options** dialog box.

Email Options

Displays the **Email Options** dialog box.

Copy

Copies the selected dictation file from the DPM file list to the PC file list and vice versa.

Move

Copies the selected dictation file from the DPM file list to the PC file list and vice versa, and removes it from its original location.

Send

Opens the email program for sending the selected dictation file via email. If the email settings have been configured in the **Email Options** dialog box, the preconfigured settings are filled in automatically.

Help

Opens the *DPM Download/Configuration Online Help*.

Player bar

This is the DPM Download/Configuration Player bar:



The Player bar buttons and their functions from left to right:



Playback

Plays back the selected dictation file.

Stop

Stops playback, fast forward or fast rewind.

Fast Rewind

Rewinds the selected dictation file.

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Fast Forward

Forwards the selected dictation file.

Home

Goes to the beginning of the dictation file.

End

Goes to the end of the dictation file.



Play Instruction File

Plays back the instruction file for the selected dictation file. Pressing the button again stops the playback and returns the focus to the dictation file.

File information

Displays the **File Information** dialog box which provides additional information about the selected dictation file; for example, the author name. This button is only available for dictations created with the DPM.



The audio volume meter shows the audio output level.

00:06 / 01:25

Displays the current position in the sound file and the total length of the file in MM:SS (minutes:seconds).

Stop

Displays the current status.

Audio control

The Player bar also provides an audio control for adjusting the **Volume** (🔊), **Tone** (🎵) and **Speed** (⚡) properties during playback via the corresponding sliders.



PC file list and DPM file list

The DPM Download/Configuration program displays two file lists: the DPM file list and the PC file list.

PC file list

PC File List									
Path: C:\My Dictations\									Browse...
Dictation Name	Dictation Length	Created	Last Modified	Download Date	Priority	EOL	SP/LPm	Keyword 1	Keyword 2

This is the list which is displayed in the upper half of the program window. Here you find all files which are stored on the PC at the location for the DPM files. This location is specified via the **Path** setting.

DPM file list

DPM File List									
Path: P:\									
Dictation Name	Dictation Length	Last Modified	Priority	EOL	SP/LP	Keyword 1	Keyword 2		

This is the list which is displayed in the lower half of the program window. Here you find all files which are stored on the connected DPM.

The lists provide an additional menu which can be opened by clicking the right mouse buttons. The following menu commands are available:

Play

Starts the playback of the selected dictation file.

Play Instruction File

Plays back the instruction file for the selected dictation file.

Copy

Copies the selected dictation file from one list to the other.

Move

Copies the selected dictation file from one list to the other and removes it from its original location.

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Delete

Deletes the selected file. You will need to confirm the delete operation.

Convert

Displays the **DPM Format Selection** dialog box for converting the selected dictation file to a different audio file format.

Send

Opens the email program for sending the selected dictation file via email. If the email settings have been configured in the **Email Options** dialog box, the preconfigured settings are filled in automatically.

File list columns

The DPM file list and the PC file list have the following columns. Note that not all columns may be displayed at the first program start. The reason for this is that not all DPM devices support the same functionalities.

Instruction File

Indicates (**Yes/No**) whether the author has recorded special instructions for the corresponding dictation file.

Instruction Length

Displays the length of the instruction file in HH:MM:SS.

Note: The functionality for recording special instructions is only available with DPM 9400/00, DPM 9400/52, DPM 9450/00, DPM 9450/52 and Philips 9750.

Dictation Name

Displays the name of the dictation file, for example: *Wats001.dss*

Dictation Length

Displays the length of the dictation file in HH:MM:SS.

Last Modified

Displays the date and time of the last modification of the dictation file.

Keyword 1 - 5

Displays the contents string specified for the corresponding Keyword.

Note: The Keyword 3 - 5 columns are only available with DPM 9400/00, DPM 9400/52, DPM 9450/00, DPM 9450/52 and Philips 9750. DPM 9220 has only Keyword 1.

Priority

Indicates the priority setting of the dictation file. If the dictation file is a DPM file, the priority values are either 0 (no priority) or 8 (priority).

Note: The **Priority** column is not available for DPM 9220.

SP/LPm

Indicates whether the dictation file was recorded in Standard Play or Long Play mobile format.

Download Date

Displays the date and time when the dictation file was transferred from the DPM to the PC.

Note: The **Download Date** column is only available in the PC file list. The displayed date and time format for the **Last Modified** and **Download Date** columns depends on your regional settings of your Windows operating system (**Start** menu, **Settings**, **Control Panel**, **Regional Options**).

EOL

Indicates (**Yes/No**) whether the dictation file was finished with EOL (End-of-Letter).

Barcode

Displays any barcode information contained in the dictation file.

Label 1, Label 2

Displays the user-defined label strings which were entered on the DPM.

Created

Displays the date and time when the dictation file was created.

File list operations

The DPM file list and the PC file list provide enhanced functions for the handling of the files which they display.

Copying/moving files between lists

To copy a dictation file from one list to the other, do the following:

1. Select the dictation file in the list.
2. Click the **Copy** toolbar button. You can also go to the **Edit** menu and select **Copy**. Or you right-click the dictation file to display a menu and select **Copy** from it.

The file is copied to the other list.

To move a dictation file from one list to the other, follow the steps from above but select the **Move** command. This copies the file to the other list and removes it from the original location.

Editing list entries

You can edit the entries in the following columns directly in either of the lists: **Dictation Name**, **Priority**, **EOL**, **Keyword 1-5**

To enter editing mode, do the following:

1. Click the column entry you want to change; this highlights the whole row and selects the entry.
2. To start editing, click the entry again or press the F2 key.
3. Make your changes.

Note: When changing the **Dictation Name** property you must not change the file extension. If the dictation file also has an instruction file, the instruction file is renamed automatically.

Sorting lists

Clicking a specific column heading sorts the PC or DPM file list in ascending or descending order. For example, clicking the **Dictation Name** column sorts the list alphabetically based on the file names of the dictations in the list.

The PC and DPM file lists also support drag-and-drop operations of columns.

- Dragging a specific column heading to the indicated space above the list automatically sorts the PC or DPM file list based on that column. The column can be re-inserted into the list by dragging it back.
- The columns can also be arranged by drag-and-drop operation to suit a user's personal preferences.

Example

Author Watson prefers the DPM file list to begin with the **Keyword 1** column. *Author Watson* customizes the DPM file list by dragging the column to the beginning of the list; the DPM Download/Configuration program remembers this setting. Whenever *Author Watson* opens the program, the DPM file list is displayed with the **Keyword 1** column as the first column.

Showing/hiding columns


You can customize which columns you want to have displayed for the PC and/or DPM file lists.

To customize the column display for a file list, do the following:

1. Right-click any column heading or the space above the list.
The **Choose Columns** dialog box is displayed.
2. To hide a column, drag the column from the list into the dialog box. To show a column, drag the column from the dialog box and re-insert it into the list.

File information

For the dictation files displayed in the file lists, detailed information about these files is available. To view this information, do the following:

1. Select a file in the file list.
2. Click this button on the Player bar: 

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This displays the **File Information** dialog box with the following information about the selected file:

File name

The name of the selected file together with the path to the download destination.

Type of file

For example: DPM dictation

Last modified

The date and time of the last changes to the file.

- For DSS files, this equals the **Recording ended** value.
- For WAV files, this information is retrieved from the file information available in the Windows operating system.

Recording started / Recording ended

The date and time when recording the dictation was started/finished.

Author

The name of the person who created the dictation. For DPM files, this value equals the selection of the Keyword 1 definition.

Priority

The priority setting of the dictation file. If the dictation file is a DPM file, the priority values are either 0 (no priority) or 8 (priority).

Dict. number

The assigned number of the dictation.

Dictation length

The length of the dictation file in HH:MM:SS (hours:minutes:seconds).

EOL

The End-of-Letter indication (**Yes/No**).

Product ID

The DPM's product identification number. For example: 9350

Firmware

The firmware version of the DPM with which the dictation was recorded. Firmware is the part which has been programmed into the DPM and can be upgraded.

Recording format

This can be either **Standard Play** or **Long Play mobile**.

Download date

The date and time when the dictation file was transferred from the DPM to the PC.

Instruction file

Indication if the dictation has instructions recorded by the author (**Yes/No**).

Instruction length

The length of the instruction file in HH:MM:SS (hours:minutes:seconds).

MAC

Acronym for **media access control**. The value which is displayed here is the DPM's MAC address. This is the device's unique hardware number which the PC uses for communicating and identifying the DPM.

Usage and Content of Keyword

The strings which have been defined for the usage and the contents of the corresponding Keyword.

Barcode


Displays any barcode information contained in the dictation file.

Label 1, Label 2

Displays the user-defined label strings which were entered on the DPM.

Filter options

It is possible to filter the PC file list using the Keyword 1 and Keyword 2 columns. If you filter using both columns, only files which fulfil both criteria are listed. The column heading title reflects the Keyword 1 usage string of the selected dictation file in the list. For example, if you click an entry in the list which has the Keyword 1 usage string *Author*, the column heading is **Author**.

Click  next to the Keyword column heading, the list displays the Keyword's configured content strings. Additionally the following options are available:

- **All:** All files are listed.
- **Custom:** Enables you to define specific filter criteria using the **Custom Filter Options** dialog box.
- **Blanks:** All files are listed which have no Keyword 1 or 2 assignment.
- **Non blanks:** All files are listed which have a Keyword 1 or 2 assignment.


Select an option and the PC file list is filtered with that criterion. When you close and restart the program, the PC file list displays the last filter applied.

Note: For information on configuring Keywords, refer to the documentation delivered with the device.

Note: It is possible for your administrator to create a filtered PC file list for you which cannot be changed. In this case you cannot filter the list personally.

Custom Filter Options dialog box

The **Custom Filter Options** dialog box enables you to define certain criteria for displaying only specific information in a list. These criteria are also referred to as filter conditions.

To display the **Custom Filter Options** dialog box, select **Custom** from the options available next to a Keyword 1 or 2 column heading (.

Operators

The operator compares the Keyword to the filter string (the content string) which you type in; this is also referred to as the filter expression. For example, the operator *equals* in a filter expression means that the filter result for the Keyword should exactly match the filter string.

The following operators are available:

- equals
- does not equal
- is greater than
- is greater than or equal to
- is less than
- is less than or equal to
- non blanks (all files are listed which have no Keyword 1 or 2 assignment)
- blanks (all files are listed which have a Keyword 1 or 2 assignment)

Additionally, the two filter conditions can be linked with the logical operators **AND** and **OR**.

AND

The displayed filter results fulfil both filter conditions.

OR


The displayed filter results fulfil either filter condition 1 or filter condition 2.

Defining a custom filter

Before you start to define a custom filter, make sure you know the content string of the Keyword that you want to filter for. When you type in a string you must use the same spelling as configured in the Keyword. For example, if the Keyword 1 content string you want to filter for is configured as *Smyth* and you type in *Smith* in the **Custom Filter Options** dialog box, the filter will not work. However, the content strings you type in are not case sensitive.

Example: You want to list the dictation files of *Author Watson* and *Author Singh*. Keyword 1 (*Author*) has been configured with content strings including *Watson* and *Singh*.

To define this custom filter, do the following:

1. Click  next to the **Keyword 1** column heading.
2. Select **Custom** from the drop-down list; the **Custom Filter Options** dialog box is displayed.
3. From the first list, select **equals** and type in *Watson*.
4. Select the **OR** logical operator.
5. From the second list, select **equals** and type in *Singh*.
6. Click **OK** to close the dialog box; the PC file list now only displays dictations created by *Authors Watson* and *Singh*.

Working with DPM Download/Configuration

Example configurations

This chapter introduces you to the DPM Download/Configuration program through a series of selected example configurations.


The following sections are targeted at novice users:

- Getting started
- Configuring the DPM
- Configuring automatic download

More experienced users may want to look at these sections:

- Emailing dictations
- Subfolders created from Keywords

Getting started

Once the DPM Download/Configuration program has been started, it will remain active in the background. This means that the program is always available as an icon () in the status notification area of the Windows task bar even if the program is closed (x) or exited (**File** menu, **Exit**):



For novice users and users who will mainly use the DPM Download/Configuration program for transferring their dictations from the DPM to the PC, we recommend that you proceed as follows:

- Configuring the DPM with the DPM Configuration Wizard
- Configuring automatic download

Note: The automatic download functionality for the file transfer from the DPM to the PC requires the program to be active. Otherwise the automatic download cannot be performed.

Configuring the DPM

The DPM Configuration Wizard guides you step by step through the process of configuring the DPM so that it perfectly fits your everyday working requirements.

To display the DPM Configuration Wizard, go to the **Settings** menu and select **DPM Configuration Wizard** or click the corresponding toolbar button: .

Each wizard page explains the settings you can make. Click the **Help** button on each page to display more detailed information about the available settings on that page.

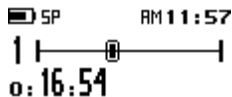
The following section is an example configuration for the DPM. Note that the availability of some options and settings depends on the type of DPM you are working with:

1. The first page of the DPM Configuration Wizard which is displayed is the Welcome page. Click **Next**.
2. On the **Settings for DPM** page, enable the **US date/time format** option if this is your preferred option for the date and time setting.
3. On the **Appearance** page, select the **Advanced display** option.
4. On the **Recording Format and Microphone Sensitivity** page, select the **Standard Play** and the **Medium** options.
5. On the **DPM File Names** page, select the **Keyword 1** option.
6. On the **Keyword Definition** page, define for the *Keyword 1* column *Author* as the usage and the following strings as the contents: *MyName, Singh, Watson*
7. On the **Protection** page, enable the **Protect device configuration** option. Enable this option only if you do not want to inadvertently change the settings on the DPM after they have been transferred to the device.
8. On the **Download Mode and File Type** page, select the **After connecting** and **Files with Keyword 1** options. Type: *MyName*
9. On the **User-defined Labels** page, set the counter to **0**.

10. On the **Recording Time** page, select the **Remaining time** option.
11. On the **Mandatory User Input** page, select **Special instruction**.
12. On the **DPM Buttons** page, deactivate the **INS/OVR** button.
13. On the **Keyword Options** page, leave the options inactive.
14. On the **Completed** page, click **Finish** and confirm the transfer of the settings to the DPM by clicking **Yes**.
Make sure the DPM is connected before you click **Finish**.

You have now configured the DPM for your everyday work as follows:

- The DPM display uses smaller symbols and the status indication bar; this enables you to show more information about the operations which are taking place. The date uses the `YYYY-DD-MM` format; the time is displayed in the 12-hour format with AM and PM symbols. Additionally, the remaining recording time on the memory card is displayed in the bottom right corner. Dictations are recorded in Standard Play format:



- The input level of the DPM's built-in microphone is set to a normal environment.
- When creating a new file, the DPM automatically generates this file name: *MyNa001.dss*; the number will be increased by one for every new file. Additionally, the author has to record a special instruction for every new file.
- The Keyword *MyName* can be selected and assigned to the dictations on the DPM via the DPM menu.
- The feature for entering user-defined labels on the DPM is disabled.
- It is not possible to switch between Insert and Overwrite mode on the DPM.

For more information about the DPM menu, assigning Keywords, entering user-defined labels etc. refer to the User Manual delivered with the device.

Note: You can change these settings at any time by running the DPM Configuration Wizard again; the wizard always stores the latest settings. If you want to make sure that the DPM Configuration Wizard shows the current DPM settings stored on the device, enable the **Load device settings automatically** option in the Program Options dialog box. This loads the settings stored on the DPM automatically when the device is connected to the PC.


When you are more experienced, you can change the settings directly in the corresponding dialog boxes.

Proceed now with configuring the automatic download. This enables you to completely automate the file transfer from the DPM to the PC and use all the settings you have just made.

Configuring automatic download

By enabling and configuring the automatic download feature, you can connect your DPM to the PC and the file transfer will take place automatically. The automatic download uses all settings you have made for the DPM with the DPM Configuration Wizard in the previous section.

The following section is an example configuration for an automatic download process:

1. To display the **Download Options** dialog box, go to the **Settings** menu and select **Download Options** or click the corresponding toolbar button: .
2. On the **General** tab, enable the **Use the settings for automatic download** option.
3. On the **PC Settings** tab, enable these options:
 - Show download progress on PC**
 - Sound notification when download complete**
4. Click the **Browse** button next to the **Sound file path** field to specify the download location for the DPM files on the PC, for example: *C:\My Dictations*
5. On the **DPM Settings** tab, you will find those options preselected which you have already configured for the DPM with the DPM Configuration Wizard. Review the settings and make changes, if required. For example, enable this option additionally:
 - Delete files on the DPM after download is finished**
6. Click **OK** to close the dialog box and to activate the settings.

DPM Download/Configuration - User Manual

Note: Before you connect the DPM and use the automatic download features, make sure the DPM Download/Configuration program has been started or is already active in the background.


You have now configured the automatic download procedure for your everyday work as follows:

- When the DPM is connected to the PC, any dictations with the Keyword assignment *MyName* are automatically transferred from the DPM to the PC. The files are deleted on the DPM after they have been downloaded.
- You will have visual feedback about the download progress on the screen during the file transfer; when the download is complete, you will receive acoustic feedback.
- On the PC, the downloaded files can be found in the *My Dictations* folder on the C drive.

Emailing dictations

You can set the DPM Download/Configuration program to automatically email your dictations. When you make this setting it becomes part of your overall configuration settings. The preconfigured settings will be used any time the default MAPI client for email is launched (for example, when clicking the **Send** button on the DPM Download/Configuration toolbar).


The following section is an example configuration for automatically emailing dictations after they have been downloaded:

1. To display the **Email Options** dialog box, go to the **Settings** menu and select **Email Options** or click the corresponding toolbar button: 
2. In the **Recipient(s)** field, type: *MyAssistant@work.com*
3. In the **Subject** field, type: *Dictation for transcription*
4. Click the **Edit Text** button below the **Set text** option and type:
Transcribe and print out. I have to sign the document when it is finished.
5. Enable these options:

Create separate email for each dictation sound file

Attach dictation sound file automatically when using automatic download

Note: The second option is only available in combination with the automatic download function.

6. Click **OK** to close the dialog box and to activate the settings.
7. Go to the **Settings** menu and select **Download Options** or click the corresponding toolbar button: 
8. Open the **PC Settings** tab and enable this option:
Create emails automatically
9. Click **OK** to close the dialog box and to activate the setting.



You have now configured the automatic emailing of dictations as follows:

- After the dictations have been transferred from the DPM to the PC, they are sent automatically via email to *MyAssistant*.
- A separate email is created for every downloaded dictation; the sound file of the dictation is attached to the email.
- When *MyAssistant* receives the email(s), *MyAssistant* knows from the specified subject that the dictation needs to be transcribed. The body text of the email message informs *MyAssistant* that the dictation also needs to be printed out and that the author wants to sign the finished document.

Subfolders created from Keywords

Keywords are an efficient method of organizing your files. With Keywords you can enable the automatic saving of files to specific folders within your system. The Keywords are defined with the DPM Download/Configuration program, transferred to the DPM and assigned to dictations on the device. Then, the author downloads the files to the PC and the files can be stored in the system using that Keyword information.


The following section is an example configuration for automatically downloading dictations to subfolders:

1. Open the **Keyword Definition** tab of the **DPM Configuration** dialog box ()
 2. For **Keyword 1/Usage**, type: *Author*
For **Keyword 1/Content**, type: *MyName, Jones, Singh, Watson*
 3. For **Keyword 2/Usage**, type: *Subject*
For **Keyword 2/Content**, type: *Radiology, Pathology, Surgery*
 4. Open the **Download Settings** tab, select the **Files with Keyword 1** option from the **Download file type** options, and type: *MyName*
- Note:** Alternatively, you can also make this setting on the **DPM Settings** tab of the **Download Options** dialog box.
5. Click **OK** to close the dialog box and to activate the settings.
 6. Open the **PC Settings** tab of the **Download Options** dialog box ()
 7. Enable this option:


Create subfolders from selected Keyword at download destination


8. Select **Keyword 2** from the list.
9. Click **OK** to close the dialog box and to activate the settings.


The Keyword definitions are transferred to the DPM where the author selects *MyName* as the Keyword 1 assignment:

Author:
MyName


The author creates various dictations for the subject areas *Radiology*, *Pathology* and *Surgery* and makes the Keyword 2 assignment accordingly:

Subject:
Radiology


Subject:
Pathology


Subject:
Surgery



The author connects the DPM to the PC to download the dictations. The following operations will take place:

- Depending on how the download is configured, the file transfer is started automatically or the author has to initiate the download process.
- Only dictations with the Keyword 1 assignment *MyName* are transferred from the DPM to the download destination on the PC, for example: *C:\My Dictations*
- At the download destination, the following subfolders are created in the *My Dictations* folder: *Radiology*, *Pathology*, *Surgery*

In these folders, you find the dictations of the author *MyName* with the corresponding Keyword 2 assignment. For example, any dictations with the *Surgery* assignment are to be found in the *Surgery* subfolder. The dictations can be identified by their file names, for example: *MyNa011.dss*

DPM Configuration

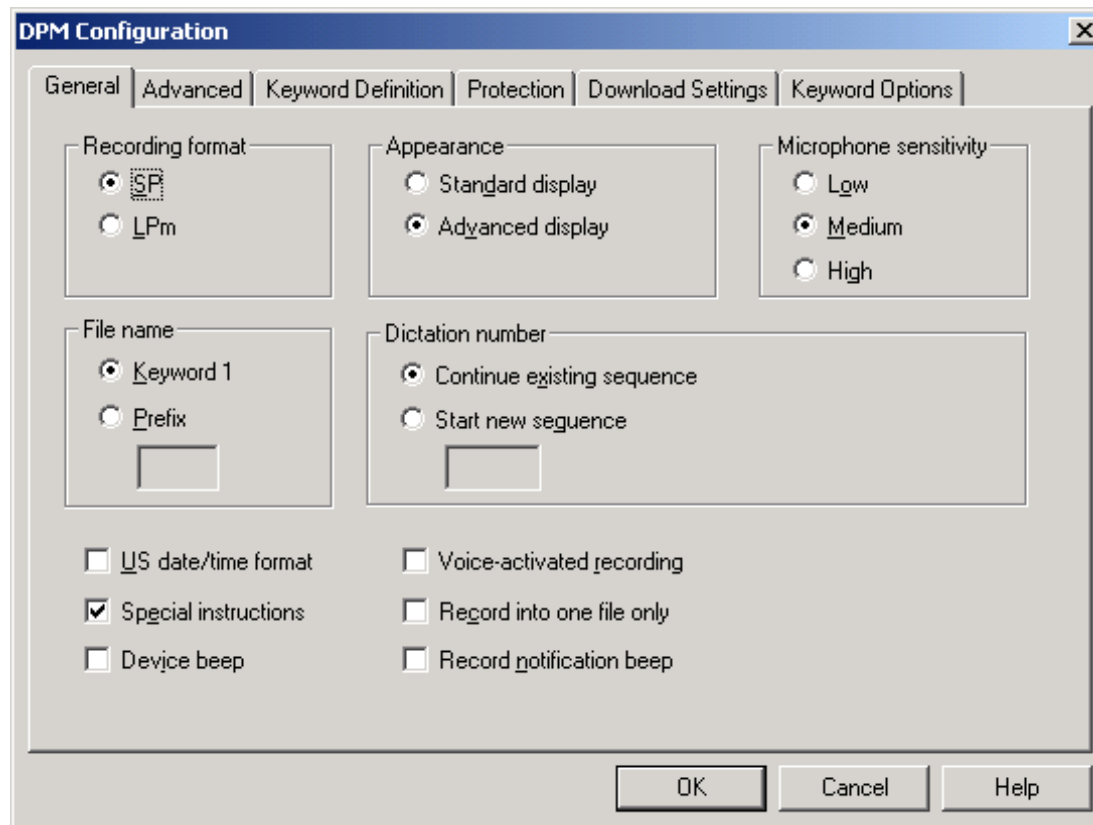
You can make device configurations for the DPM in the **DPM Configuration** dialog box. For novice users, we recommend using the **DPM Configuration Wizard**.

To display the **DPM Configuration** dialog box, go to the **Settings** menu and select **DPM Configuration**, or click the  toolbar button.

- On the **General** tab, you define options and make settings for the behavior of the DPM.
- On the **Advanced** tab, you make advanced settings for the behavior of the DPM.
- On the **Keyword Definition** tab, you can create up to 5 Keywords with strings for their usage and contents.
- On the **Protection** tab, you can protect the device configuration against changes.
- On the **Download Settings** tab, you configure the file transfer from the DPM to the PC.
- On the **Keyword Options** tab, you make the setting for linking sets of Keywords and/or scanning barcode information into keywords. For DPM 9450 this tab enables to define the input options for the available Keywords.

General

The **General** tab of the **DPM Configuration** dialog box provides various options for setting the behavior of the DPM.



The screenshot shows the 'DPM Configuration' dialog box with the 'General' tab selected. The dialog has six tabs: General, Advanced, Keyword Definition, Protection, Download Settings, and Keyword Options. The 'General' tab contains several settings:

- Recording format:** Two radio buttons, 'SP' (selected) and 'LPm'.
- Appearance:** Two radio buttons, 'Standard display' and 'Advanced display' (selected).
- Microphone sensitivity:** Three radio buttons, 'Low', 'Medium' (selected), and 'High'.
- File name:** Two radio buttons, 'Keyword 1' (selected) and 'Prefix', followed by a text input field.
- Dictation number:** Two radio buttons, 'Continue existing sequence' (selected) and 'Start new sequence', followed by a text input field.
- Checkboxes:**
 - ☐ US date/time format
 - ☒ Special instructions
 - ☐ Device beep
 - ☐ Voice-activated recording
 - ☐ Record into one file only
 - ☐ Record notification beep

At the bottom right are three buttons: 'OK', 'Cancel', and 'Help'.

Recording format

This setting defines whether files on the DPM will be created using the **Standard Play** (SP, 13.7 kbit/s) or the **Long Play mobile** (LPm, 9.1 kbit/s) recording format.

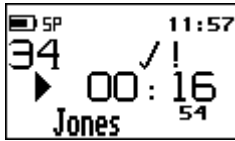
The SP format provides about 312 minutes and the LPm format about 468 minutes of recording time on a 32 MB memory card.

DPM Download/Configuration - User Manual

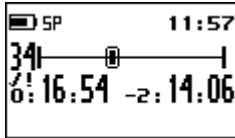
Appearance

This setting defines the screen layout of the DPM display.

- The **Standard display** option uses larger symbols without showing the status indication bar:



- The **Advanced display** option uses smaller symbols. It enables you to view more information on the current dictation and shows the status indication bar. This bar provides visual feedback when a dictation, for example, is recorded or played back.



Note: This setting is not available for DPM 9220.

Microphone sensitivity

This setting defines the audio input level for the DPM's built-in microphone.

- **Low:** This setting is recommended when recording dictations in a noisy environment.
- **Medium:** This is the default setting and recommended when recording dictations in a normal environment.
- **High:** This setting is recommended when, for example, recording at a conference.

File name

This setting defines how the file names of DPM recordings are created. The **Keyword 1** option creates a file name based on the predefined Keyword 1. The **Prefix** option allows to define a prefix string with up to 4 characters.

Example: File name creation with Keyword 1

Keyword 1 is *Author* (this is what has been defined as the Keyword 1 usage; see: **Keyword Definition** tab). The entries for the keyword usage, this means the defined content strings, are a selection of author's names: *Jones, Singh, Watson*.

Author Watson selects the respective author name on the DPM. The DPM generates this file name: *Wats001.dss*

Example: File name creation with prefix string

Author Watson defines the prefix string *Memo*. The DPM generates this file name: *Memo001.dss*

Note: In case a number was specified for the creation of the next dictation file (see below), this number is used. If the dictation file has instructions recorded for it, this is indicated in the file name in the following way: *Wats001i.dss*.

US date/time format

This setting defines that the date is displayed in the YYYY-DD-MM format and the time in the 12-hour time format with AM/PM symbols on the DPM. Otherwise, the date is displayed in the YYYY-MM-DD format, and the time in the standard 24-hour format.

Special instructions

This setting defines that the DL/S button (DPM 9400) or DL/VC button (DPM 9450) records a special instruction when it is pressed during dictation.

The functionality for recording special instructions is only available with DPM 9400/00, DPM 9400/52, DPM 9450/00, DPM 9450/52 and Philips 9750.

Device beep

This setting defines that the DPM beeps when specific operations take place.

Voice-activated recording

This setting defines that the voice-activated recording mode is used.

Dictation number

This setting defines the numbering sequence for dictation sound files recorded on the DPM. The **Continue existing sequence** option leaves the current numbering sequence on the DPM unchanged.

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The **Start new sequence** option enables you to define a new numbering sequence. The number which is entered in the field will be used for the next file recorded on the DPM. This resets the counter not only for the next file but also for all subsequent files.

Record into one file only

This setting defines that only one dictation sound file is created.

Activating this option changes the behavior of the DPM. Any recording you make is stored in a single file, instead of separate files for different subjects; this behavior is similar to recording on a tape with an analog device.

Record notification beep

This setting defines that the DPM beeps when recording is possible.

Activating this option means that you must wait until you hear a beep before you start recording; this behavior is similar to the behavior of standard voice mail machines.

Advanced

The **Advanced** tab of the **DPM Configuration** dialog box provides various enhanced options for setting the behavior of the DPM.

The screenshot shows the 'DPM Configuration' dialog box with the 'Advanced' tab selected. The dialog has a title bar with a close button. Below the title bar are six tabs: 'General', 'Advanced', 'Keyword Definition', 'Protection', 'Download Settings', and 'Keyword Options'. The 'Advanced' tab is active. Inside the tab, there are three main sections. The first section is 'Additional user-defined labels:' with a small icon and a dropdown menu. The second section is divided into two boxes. The left box is 'Recording time' with two radio buttons: 'Used time' and 'Remaining time', where 'Remaining time' is selected. The right box is 'Mandatory user input options' with four radio buttons: 'None' (selected), 'Keyword (DPM 9400 only)', 'Special instruction', and 'User-defined label'. The third section is 'Enable/disable DPM buttons' with a text box stating 'A check mark indicates that the DPM button is enabled.' and three checked checkboxes: 'L/P button: End-of-Letter and Priority', 'INS/OVR button: Insert and Overwrite', and 'DEL button: Delete'. At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Help'.

Additional user-defined labels

Set the counter to allow DPM users to enter 0, 1 or 2 additional user-defined labels on the DPM. If the counter is set to 0, the feature is disabled.

Recording time

Select the **Used time** option to have the used-up recording time displayed on the DPM. Select the **Remaining time** option to have the remaining recording time displayed on the DPM. The recording time is only available if the **Advanced display** option is enabled, see: *General tab*.

Note: This feature is not available with DPM 9220.

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Mandatory user input options

Select which type of mandatory information DPM users have to provide when making recordings.

- **None:** Disables the mandatory user input feature.
- **Keyword:** All required predefined Keywords must be selected when a new recording is started.
- **Special instruction:** A special instruction must be recorded when a new recording is started.
- **User-defined label:** The specified number of user-defined labels must be entered when a new recording is started.

For more information about assigning Keywords, recording special instructions and entering user-defined labels, refer to your device User Manual. All DPM User Manuals can be found on the DPM Download/Configuration CD.

Note: The mandatory user input feature is only available with DPM 9400.

Enable/disable DPM buttons

Enable or disable various buttons on the DPM. The check mark next to a button name indicates that the button is currently enabled on the DPM.

- **L** button (DPM 9220 only), **L/P** button: If this option is disabled (no check mark), authors cannot assign the EOL (End-of-Letter) or Priority attribute to their dictations.
- **INS/OVR** button: If this option is disabled, authors cannot switch between Insert mode and Overwrite mode when recording their dictations on the DPM.
- **DEL** button: If this option is disabled, authors cannot perform any delete operations on the DPM.

Keyword Definition

The **Keyword Definition** tab of the **DPM Configuration** dialog box enables you to define DPM Keywords.

[illegible]

These Keywords are a combination of a usage string and several content strings. They are transferred to the DPM where they become available to the authors.

The authors select from the predefined Keywords and assign them to their dictations. These entries are saved together with the dictation. They can, for example, finally be used by the transcriptionist for filtering the dictations.

Note: DPM 9250, DPM 9350/00 and DPM 9350/52 enable to define and assign two Keywords for every dictation file. DPM 9400/00, DPM 9400/52, DPM 9450/00, DPM 9450/52 and Philips 9750 enable to define up to five Keywords. For DPM 9220, only one predefined Keyword is available which cannot be changed. The predefined usage string for the predefined DPM 9220 Keyword is *Folder*, the predefined content strings are *Folder 1* to *Folder 10*.

Defining Keywords

The DPM Download/Configuration program is delivered with the following default Keywords defined:

- Keyword1
 Usage String: *Author*
 Content string: *DPM*

Example: Defining usage strings, each with 3 content strings, for Keyword 2 and Keyword 3.

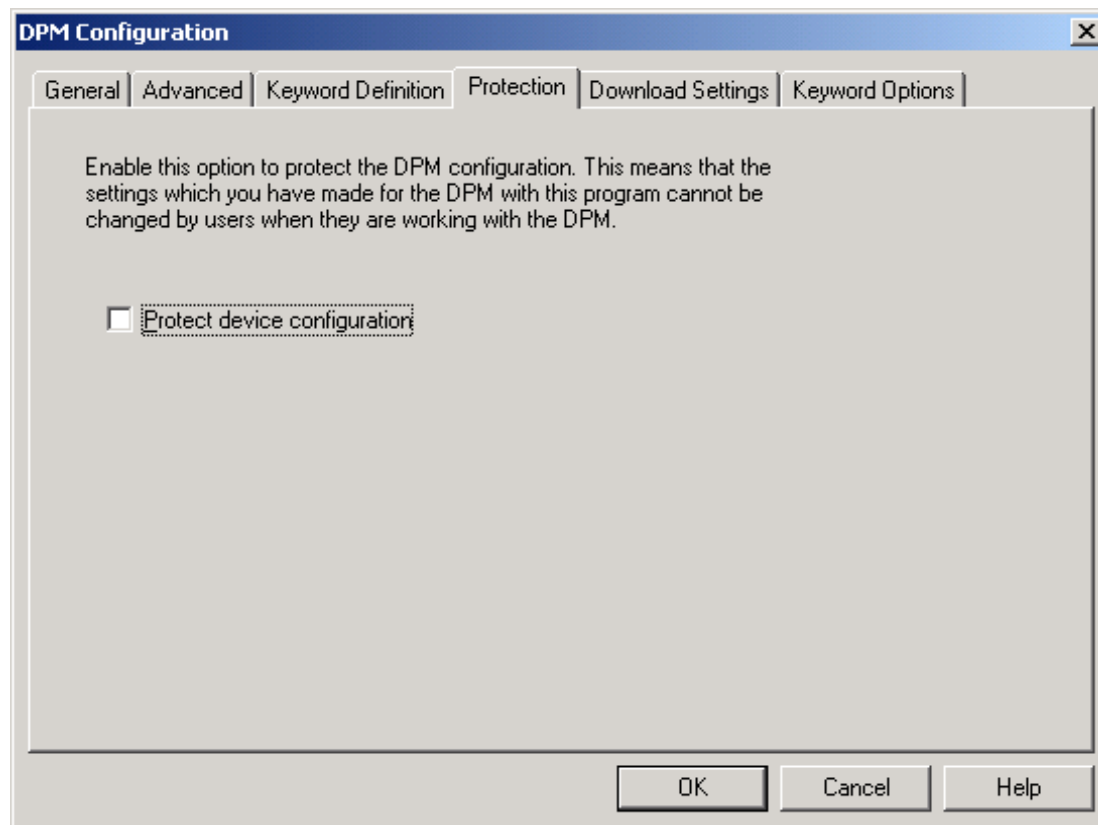
1. For the **Usage** of Keyword 2, type: *Subject*
2. For the **Content** of Keyword 2, type (use a separate row for each entry): *Radiology, Surgery, Patient*
3. For the **Usage** of Keyword 3, type: *Action*
4. For the **Content** of Keyword 3, type (use a separate row for each entry): *None, Immediate, Refer*

The maximum number of characters for each usage and content entry is 15. Each Keyword can have 1 usage entry and 20 content entries.

This information is transferred to the DPM where the author selects the subject names and actions for each dictation.

Protection

The **Protection** tab of the **DPM Configuration** dialog box enables you to set the DPM configuration to read-only.



By enabling this option, the configuration is protected and cannot be changed on the device. This means that the settings for the DPM which have been made with the DPM Download/Configuration program cannot be changed by users when they are working with the DPM.

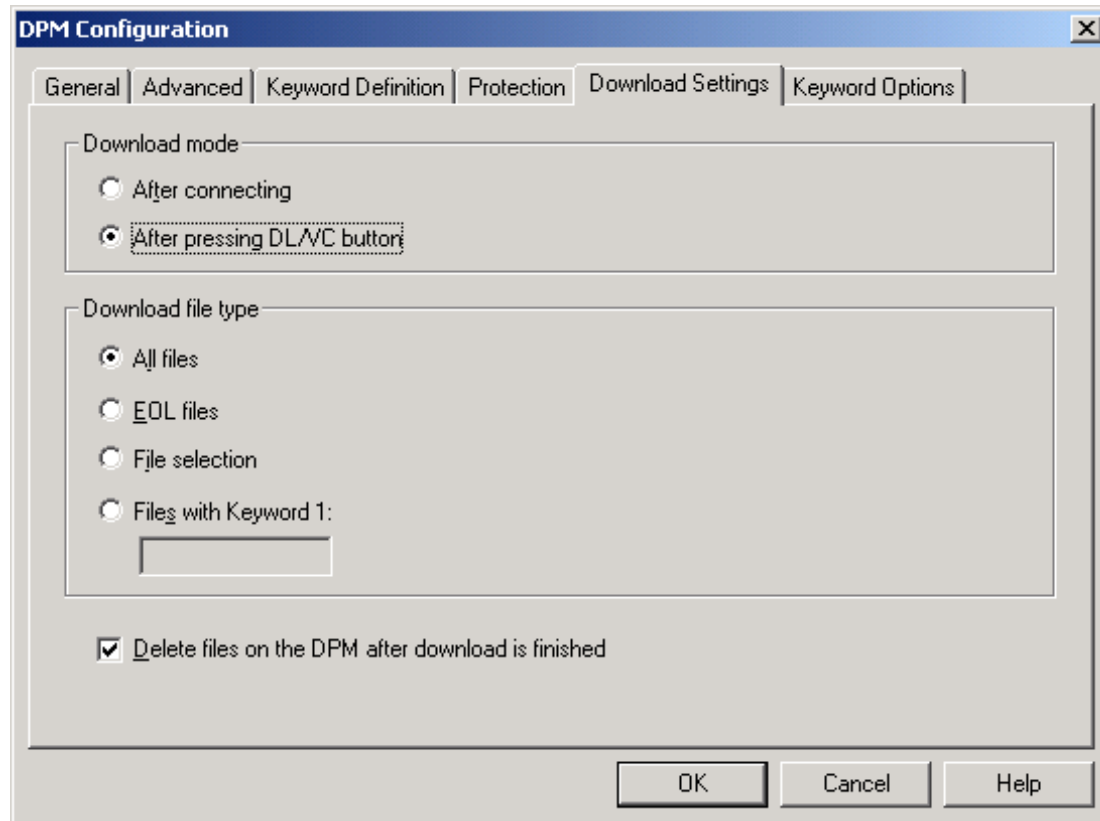
If the device protection is enabled, the following DPM menu entries cannot be accessed and changed:

- The menu entry for setting the date and time.
- The menu entry for setting the **Standard Play** or **Long Play mobile** recording format.
- The menu entry for enabling and disabling the device beep.
- The menu entry for setting the microphone sensitivity.
- The menu entry for enabling and disabling voice-activated recording.

- The menu entry for enabling and disabling the backlit display function.
- The menu entry for changing the contrast setting.
- The menu entry for showing and hiding the remaining time.
- The menu entry for reformatting the memory card.

Download Settings

The **Download Settings** tab of the **DPM Configuration** dialog box enables you to define the mode for the file transfer from the DPM to the PC and what type of files are to be transferred.



Download mode

After connecting

The file transfer from the DPM to the PC is started automatically when the DPM is connected to the PC.

After pressing DL button

The file transfer from the DPM to the PC is started automatically when the DL/S button on the DPM is pressed.

Note: On DPM 9400/00 and DPM 9400/52 this is the DL/S button. On DPM 94500/00 and DPM 94500/52 this is the DL/VC button. On Philips 9750, this is the DOWNLOAD button.

Download file type

All files

All files on the DPM are transferred to the PC. This is the default setting.

EOL files

Only files with the EOL attribute are transferred to the PC.

File selection

Displays the **File Selection for Download** dialog box. This dialog box lists all files on the DPM. Only the selected files are transferred to the PC.

Files with Keyword 1

Only files with the specified Keyword assignment are transferred to the PC. This assignment matches the defined content string for Keyword 1 which can be typed into the field.

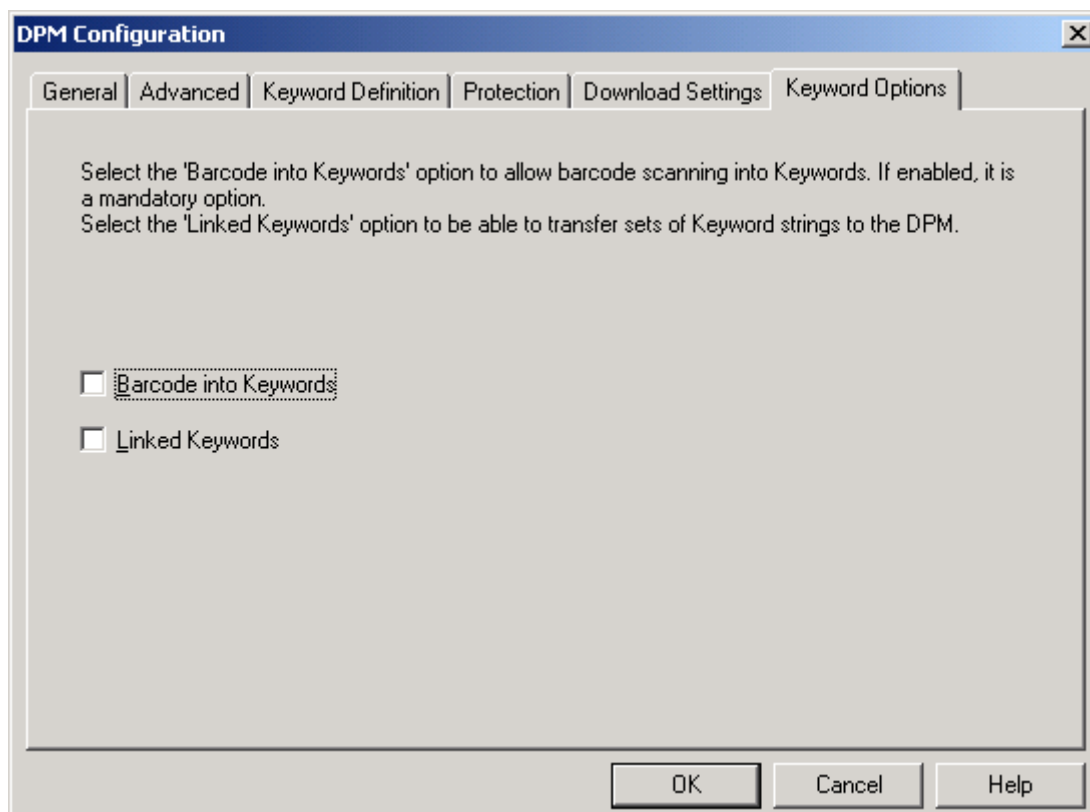
Delete files on the DPM after download is finished

Deletes the downloaded files on the DPM after transfer to the PC.

Note: These settings are only used if the option for automatic download has been enabled on the **General** tab of the **Download Options** dialog box.

Keyword Options (General)

The **Keyword Options** tab of the **DPM Configuration** dialog box enables users to make settings for linking sets of Keywords and scanning barcode information into keywords.



Note: For information on Keyword input options using DPM 9450, see below: Keyword Options tab (DPM 9450).

Barcode into Keywords

This setting enables you to scan barcode information into Keyword fields when using the DPM in combination with the DPM Barcode Scanner Module LFH 9284.

The **Barcode into Keywords** setting is a mandatory setting. This means that when users create a new dictation file on the DPM and have the Barcode Module attached, they must scan in the barcode information before they can start to record the dictation. If no Barcode Module is attached to the DPM, the setting will be ignored.

For more information on the DPM Barcode Scanner Module LFH 9284, refer to the documentation delivered with the product.

Note: If you enable this setting, you will be prompted for barcode information for all Keywords you have defined on the Keyword Definition tab. For example, if you are using DMP 9400/00, DMP 9400/52, DMP 9450/00, DMP 9450/52 or Philips 9750 and only want to scan barcode information for Keyword 1, Keyword 2 and Keyword 3, do not define usage or content strings for Keyword 4 Keyword 5.

Linked Keywords

The **Linked Keywords** setting enables you to transfer sets of Keyword strings to the DPM. These sets can then be selected on the DPM and assigned to a dictation file. A Keyword set is the sum of all content definitions in the same row. The name of the Keyword set is taken from the usage definition of Keyword 1; this name is also displayed on the DPM. The usage definitions of any other Keywords are ignored.

Example

The usage definition of Keyword 1 is *patient*; the content definitions of the Keyword 1 column are patient names, the content definitions of the Keyword 2 column are the patient IDs. A Keyword set thus combines a patient name with the patient ID:

Keyword set 1 = *Peter, 123*
Keyword set 2 = *Steve, 456*
Keyword set 3 = *Patricia, 789*

By selecting a Keyword set on the DPM, the user assigns all the included information to the dictation files and does not have to make multiple Keyword assignments.

Note: The **Linked Keywords** setting and the **Barcode into Keywords** setting do not overrule each other. If the DPM has been configured with both settings, users will have to scan in the barcode information first (mandatory setting). To overwrite the barcode information with a Keyword set, they can enter the Keyword menu manually on the DPM and change the assignment.

Note: The **Linked Keywords** setting and the **Barcode into Keywords** setting are not available with DPM 9220. The **Barcode into Keywords** setting is not available with Philips 9750.

Keyword Options (DPM 9450)

The **Keyword Options** tab of the **DPM Configuration** dialog box enables you to define input options for Keywords. Unlike other DPM versions, when you are using the DPM 9450 you can make different settings for individual Keywords.

The screenshot shows the 'DPM Configuration' dialog box with the 'Keyword Options' tab selected. The dialog has a title bar with a close button. Below the title bar are tabs: 'General', 'Advanced', 'Keyword Definition', 'Protection', 'Download Settings', and 'Keyword Options'. The 'Keyword Options' tab is active. Inside the tab, there is a text label 'Select the Keywords for the input options listed below.' followed by three input sections. The first section is 'Mandatory input:' with a text box containing 'None' and a 'Select...' button. The second section is 'Barcode scanning into:' with a text box containing 'None' and a 'Select...' button. The third section is 'Voice commands:' which contains a 'Type of voice command:' dropdown menu set to 'Alphanumeric' and a 'Voice command into:' text box containing 'None' with a 'Select...' button. At the bottom of the tab is a checkbox labeled 'Linked Keywords' which is currently unchecked. At the bottom of the dialog box are three buttons: 'OK', 'Cancel', and 'Help'.

Note: For information on Keyword input options for other DPM versions, see above: Keyword Options tab (General).

You can assign the Keywords for the input options listed below using the corresponding **Select** button. When you click **Select**, the **Keyword Input** dialog box (**Mandatory**, **Barcode** or **Voice Commands**) is displayed. Activate the check boxes of those Keywords you want to set the selected input option for. If you do not want to set an input option make sure all check boxes in the dialog box are deactivated.

Mandatory input

This setting defines the Keyword selection as mandatory. This means that you have to provide the required Keyword input before you can start recording.

Barcode scanning into

This setting enables you to scan barcode information into Keyword fields when using the DPM in combination with the DPM Barcode Scanner Module LFH 9284. You have to provide the required input via barcode scanning; the DPM automatically displays the barcode scanning screen.

For more information on the DPM Barcode Scanner Module LFH 9284, refer to the documentation delivered with the product.

Note: If you enable barcode scanning into Keywords, the **Linked Keywords** option is not available.

Type of voice command

This settings defines how you input voice commands.

- **Keyword:** Allows you to use phrases for existing Keyword definitions. The maximum number of Keywords you can set is two.
- **Alphanumeric:** Allows you to spell out individual letters, numbers and some special characters.

For information on using voice commands to assign Keywords, refer to the documentation delivered with the device.

Voice command into

This setting enables you to assign Keywords using voice commands.

Note: If you enable voice commands into Keywords, the **Linked Keywords** option is not available.

Note: The **Barcode scanning into** and the **Voice command into** selections are mutually exclusive. For example, if you have enabled **Keyword 2** in the **Barcode scanning into** field, **Keyword 2** is not listed in the **Keyword Input: Voice Commands** dialog box.

Linked Keywords

This setting enables you to transfer sets of Keyword strings to the DPM. These sets can then be selected on the DPM and assigned to a dictation file. A Keyword set is the sum of all content definitions in the same row. The name of the Keyword set is taken from the usage definition of Keyword 1; this name is also displayed on the DPM. The usage definitions of any other Keywords are ignored. See the "Keyword Options tab (General)" topic for an example of linked Keywords.

Note: If you select the **Linked Keywords** check box, scanning barcode information into Keywords and using voice commands is not possible; the **Select** buttons for these input options are not available.

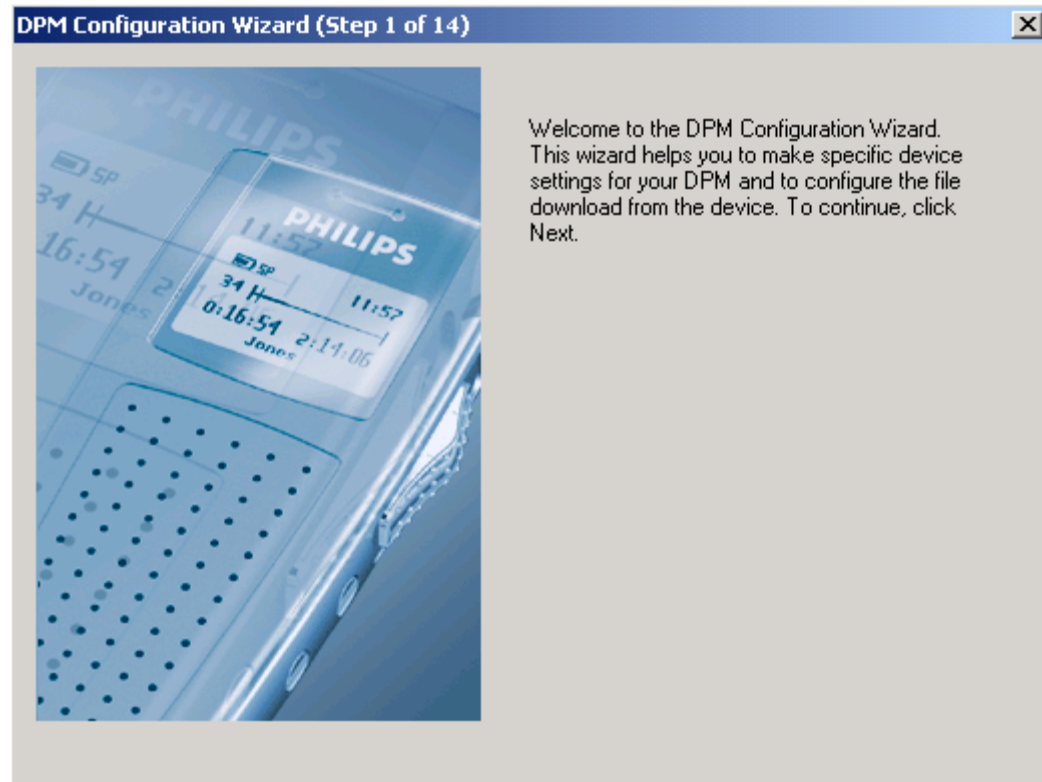
Allowed characters

The following characters and symbols can be used for defining Keyword entries (usage and content):

A	a	B	b	C	c	D	d
E	e	F	f	G	g	H	h
I	i	J	j	K	k	L	l
M	m	N	n	O	o	P	p
Q	q	R	r	S	s	T	t
U	u	V	v	W	w	X	x
Y	y	Z	z				
0	1	2	3	4	5	6	7
8	9						
-		&	*	æ	+	/	#
Ä	ä	Ö	ö	Û	ü	à	â
è	é	ê	î	ô	û	Æ	ß
ç	'	@	À	á			

DPM Configuration Wizard

The DPM Configuration Wizard assists novice users with configuring the DPM.



This wizard takes you through the following pages:

- **Settings for DPM:** On this page, you make device-specific settings.
- **Appearance:** On this page, you define the screen layout of the DPM display which you prefer for working with the DPM.
- **Recording Format and Microphone Sensitivity:** On this page, you define the audio format for recording dictations on the DPM. You also set the sensitivity level for audio input via the built-in microphone.
- **DPM File Names:** On this page, you define how the file names of DPM recordings are generated.
- **Keyword Definition:** On this page, you specify the Keywords for the DPM.
- **Protection:** On this page, you set the DPM configuration to read-only.
- **Download Mode and File Type:** On this page, you set the mode for transferring files from the DPM to the PC. You also define what type of files are to be transferred.
- **User-defined Labels:** On this page, the number of additional labels a user can enter on the DPM is defined.
- **Recording Time:** On this page, the DPM is set to either display the used-up recording time or the remaining recording time.
- **Mandatory User Input:** On this page, mandatory user input options can be set for making recordings on the DPM.
- **DPM Buttons:** On this page, various DPM buttons can be enabled and disabled.
- **Keyword Options:** On this page, you make the setting for linking sets of Keywords and/or scanning barcode information into keywords. For DPM 9450 this tab enables to define the input options for the available Keywords.
- **Finish:** On this page, you decide whether to transfer the settings to the DPM. If you click **Cancel**, the settings are not transferred.

For more information about the options and settings on an individual wizard page, click the corresponding **Help** button on that page.

Download Options

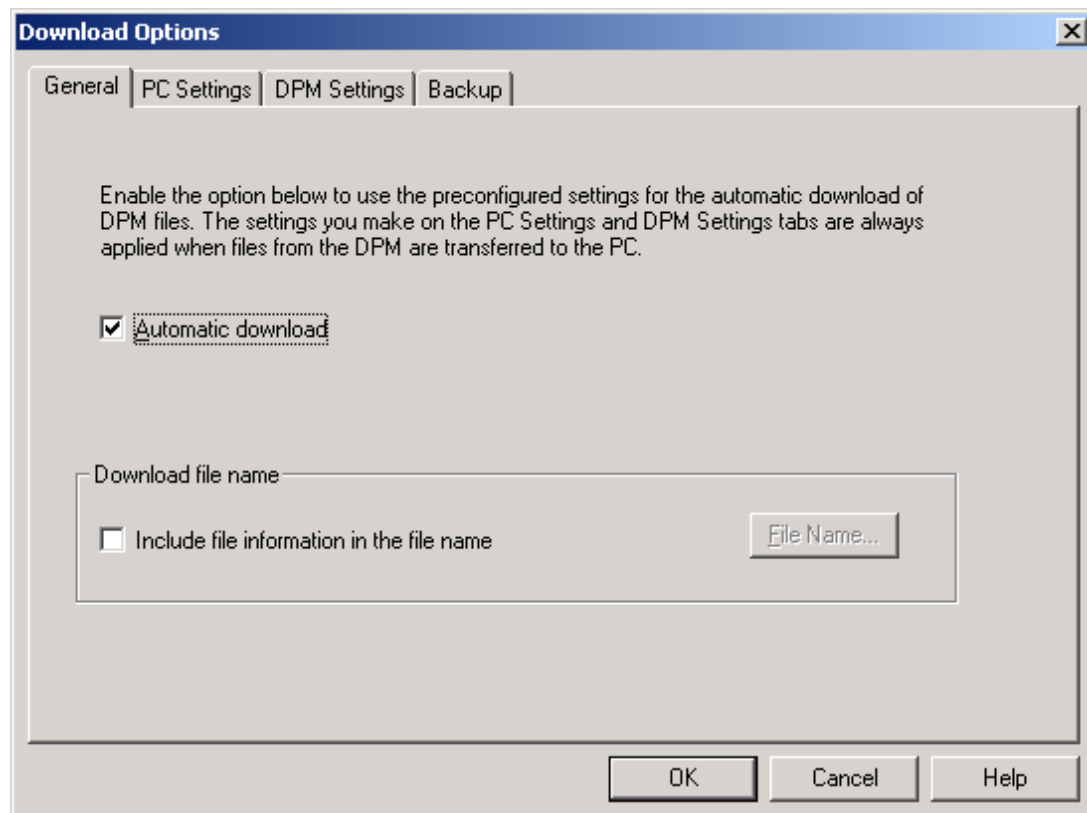
You can configure the file transfer between the DPM and the PC in the **Download Options** dialog box.

To display the **Download Options** dialog box, go the **Settings** menu and select **Download Options**, or click this toolbar button: 

- On the **General** tab, you activate the automatic file download.
- On the **DPM Settings** tab, you define the settings for the DPM which will be used for the automatic file download.
- On the **PC Settings** tab, you define the settings for the PC which will be used for the automatic file download.
- On the **Backup** tab, you define the settings for the backing up of files.

General

The **General** tab of the **Download Options** dialog box activates the automatic file download.



Automatic download

This option activates the automatic file download. This means that the preconfigured settings from the **DPM Settings** and the **PC Settings** tabs will be used when the files from the DPM are transferred to the PC.

If this option is not enabled, no file transfer is possible.

Download file name

This option defines the naming convention of files when they are transferred from the DPM to the PC. Information about the file can be included in the file name. For example, the name could be based on the following file attributes: *Original file name*, *Keyword 1* and *Creation date*.

The **Download File Name** dialog box lists all file information and separators that can be included in the file name. Separators are punctuation marks that separate each item of information, they include: **None**, **Space**, **Dot**, **Hyphen** and **Underscore**. Separators can make the file name easier to read. The naming convention is also based on the order of the items of information; the item at the top of the list comes at the start of the file name. The **Move Up** and **Move Down** buttons are used to reorder the file information.

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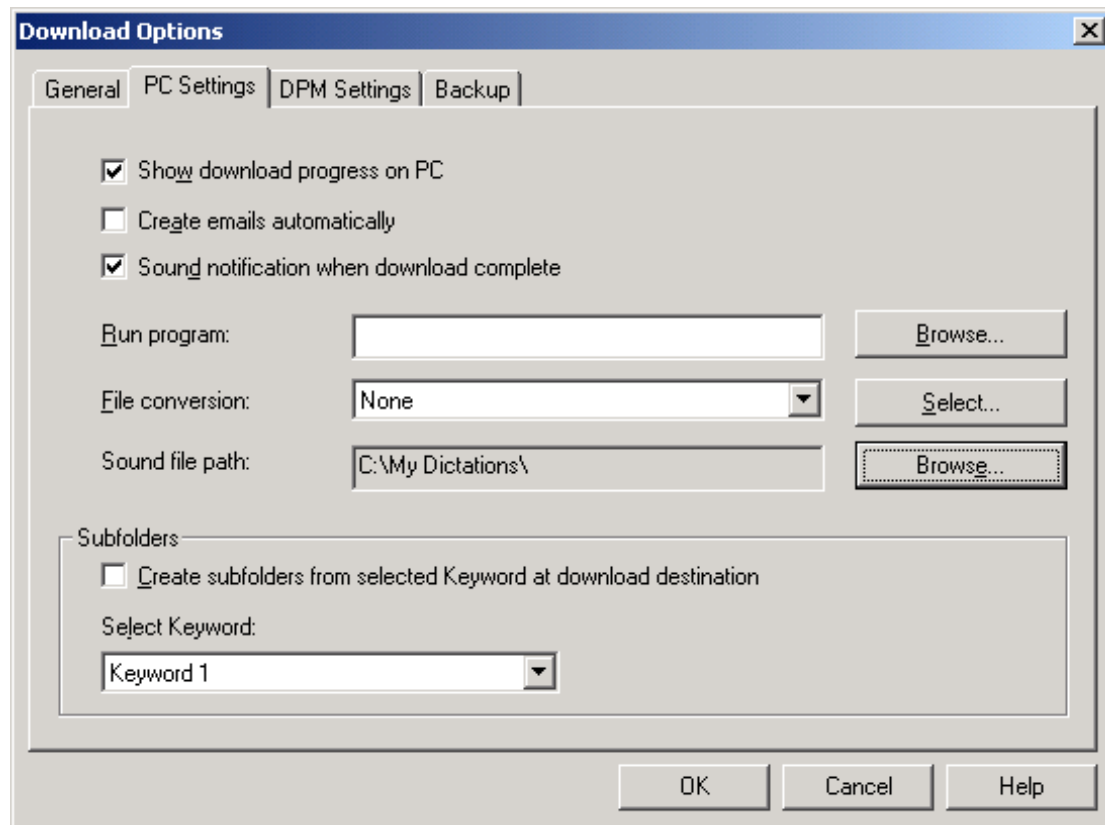
To define the download file name, do the following:

1. Activate the check box labeled **Include file information in the file name**.
2. Click the **File Name** button; the **Download File Name** dialog box is displayed.
3. Activate the corresponding check box, of each item of file information, to be included in the file name. For example: *Original file name*, *Keyword 1*, *Creation date*.
4. Click the **Move Up** and **Move Down** buttons to reorder the information.
5. Select a symbol from the **Separator** list. For example, **Hyphen**.
6. Click **OK** to save your setting and close the dialog box.

When you transfer files from the DPM to the PC, the files are renamed using the following convention: *Original file name-Keyword 1-Creation date001.dss*; the file number is increased by one for the next file. If a dictation file also has an instruction file, the instruction file is renamed following the same convention: *Original file name-Keyword 1-Creation date001i.dss*.

PC Settings

The **PC Settings** tab of the **Download Options** dialog box enables you to make PC-specific settings for the file transfer between the DPM and the PC.



Show download progress on PC

Displays a progress bar on the PC when files are transferred from the DPM to the PC.

Create emails automatically

Automatically creates the DPM dictation files via email after the file download is finished. The preconfigured settings from the **Email Options** dialog box are used.

Sound notification when download complete

Displays an acoustic notification when the transfer of DPM dictation files to the PC is finished.

Run program

Automatically launches the specified application after the file transfer from the DPM to the PC is finished.

File conversion

Automatically converts the DPM dictation files into the specified audio format after they have been transferred from the DPM to the PC. The audio format can be selected from the entries in the list.

Sound file path

Defines the destination path for the downloaded DPM dictation files.

Clicking the **Browse** button enables you to specify the location where the files should be stored on the PC.

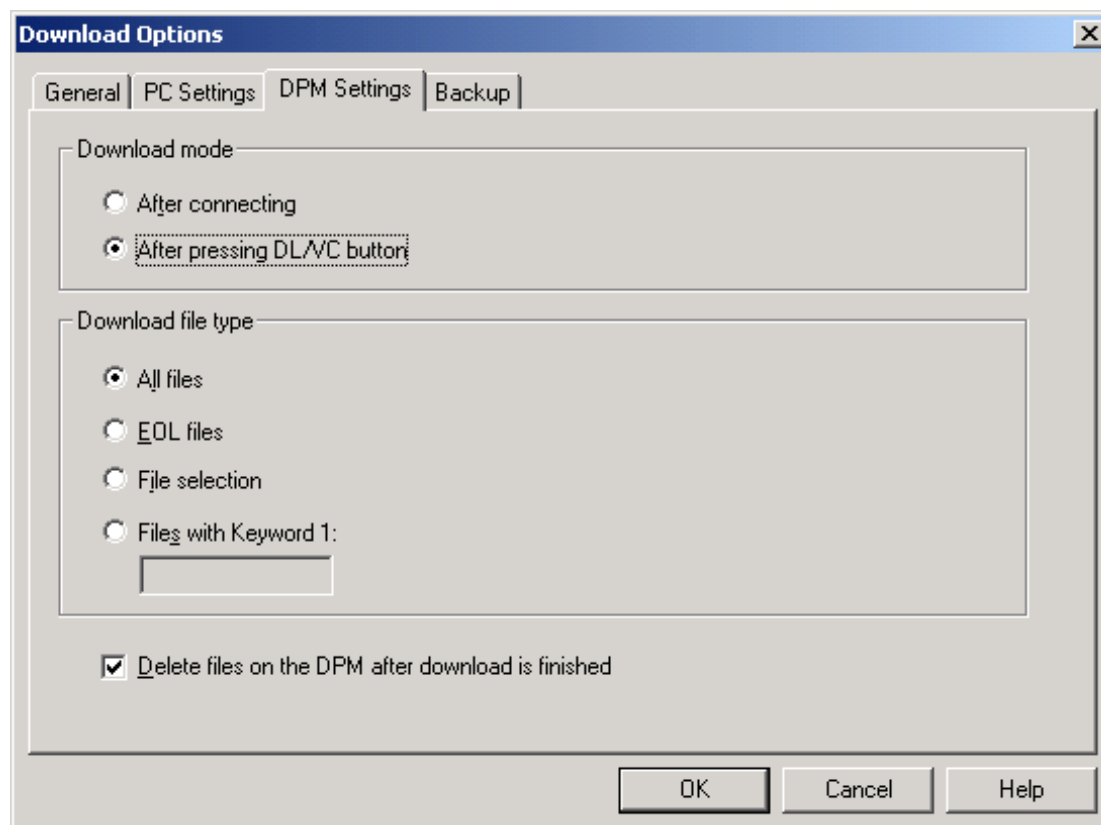
Subfolders

Automatically creates subfolders from the selected Keyword (content strings) at the specified download destination. The downloaded dictation files are stored in the corresponding folders.

Note: If you specify an already existing subfolder as the destination for the downloaded dictation sound files via the **Download path** setting in the DPM Download/Configuration main window or via the **Sound file path** setting on the **PC Settings** tab of the **Download Options** dialog box and the option for automatically creating subfolders is enabled, the subfolders will be created under the already existing subfolder.

DPM Settings

The **DPM Settings** tab of the **Download Options** dialog box enables you to make device-specific settings for the file transfer between the DPM and the PC.



Download mode

After connecting

The file transfer from the DPM to the PC is started automatically when the DPM is connected to the PC.

After pressing DL/S button

The file transfer from the DPM to the PC is started automatically when the DL/S button on the DPM is pressed.

Note: On DPM 9400/00 and DPM 9400/52 this is the DL/S button. On DPM 9450/00 and DPM 9450/52 this is the DL/VC button. On Philips 9750, this is the DOWNLOAD button.

Download file type

All files

All files on the DPM are transferred to the PC. This is the default setting.

EOL files

Only files with the EOL attribute are transferred to the PC.

File selection

Displays the **File Selection for Download** dialog box. This dialog box lists all files on the DPM. Only the selected files are transferred to the PC.

Files with Keyword 1

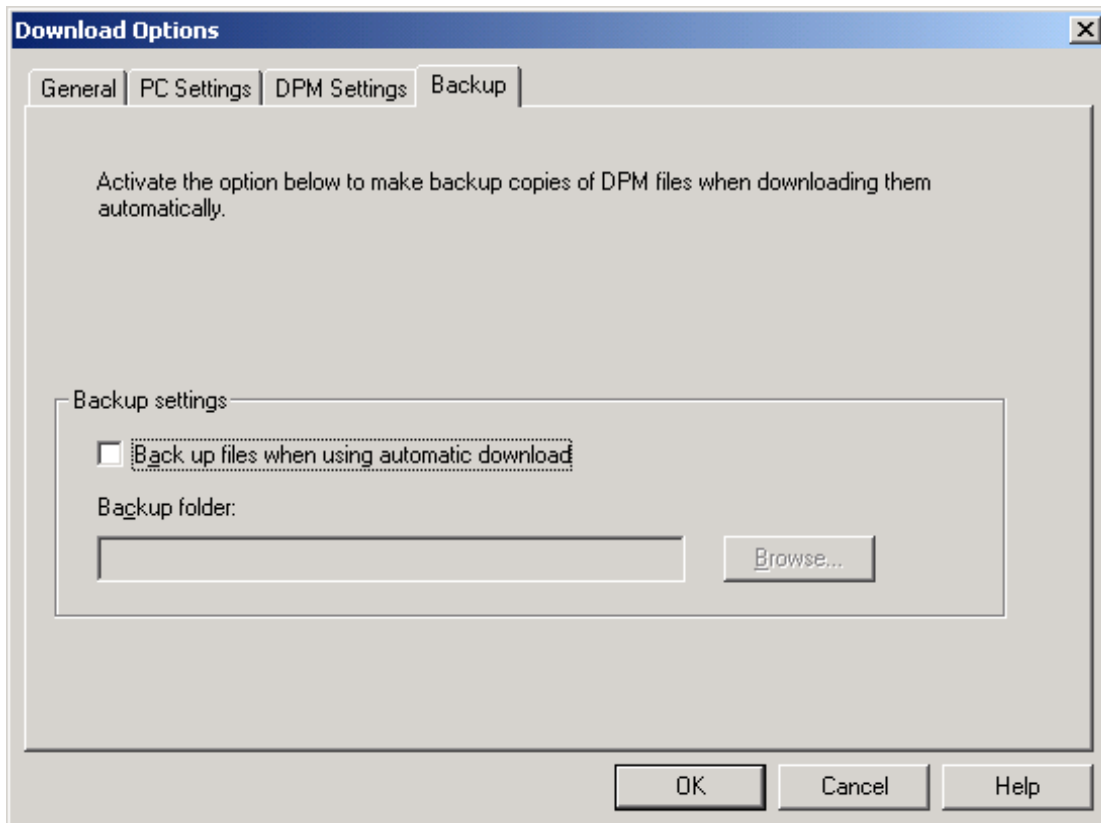
Only files with the specified Keyword assignment are transferred to the PC. This assignment matches the defined content string for Keyword 1 which can be typed into the field.

Delete files on the DPM after download is finished

Deletes the downloaded dictation files on the DPM after they have been transferred to the PC.

Backup

The **Backup** tab specifies whether a backup copy of all DPM files should be made when the files are automatically downloaded to the PC.



If this option is not enabled, backing up the DPM files is not possible.

Backup folder

Defines the destination path for the backed up DPM dictation files.

Clicking the **Browse** button enables you to specify the location where the files should be backed up to on the PC.

Program Options and Email Options

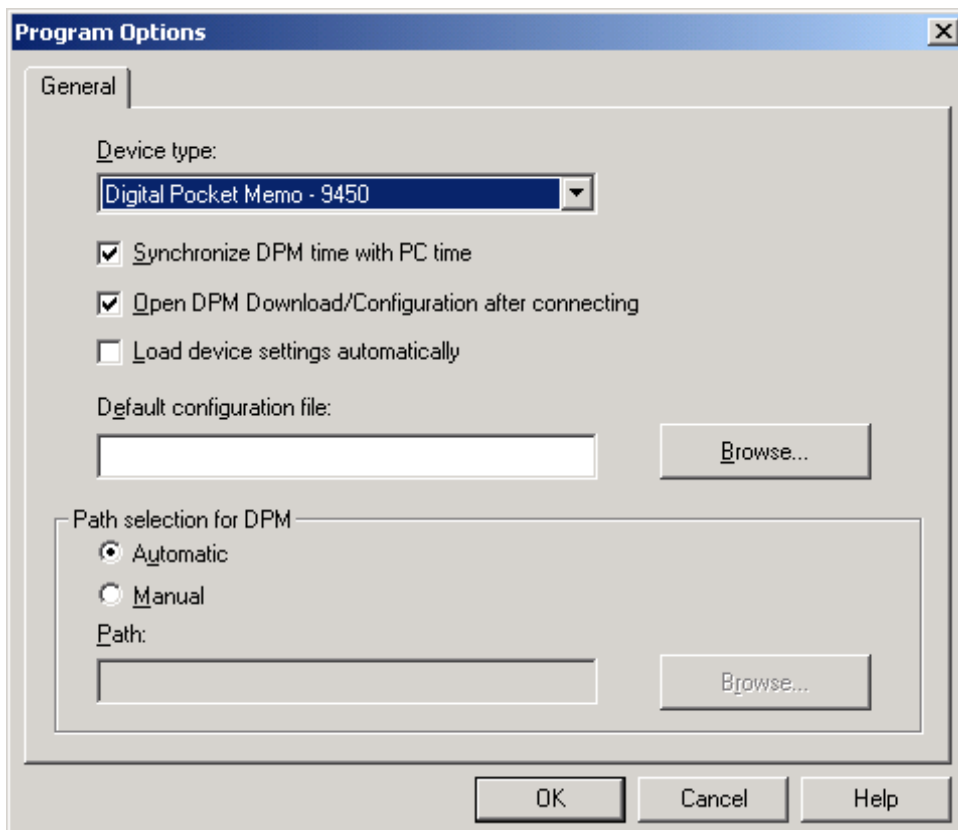
The **Program Options** dialog box enables you to make specific settings for the DPM Download/Configuration program. These settings are stored on the PC exclusively and are not transferred to the DPM.

The **Email Options** dialog box enables you to make specific settings for sending downloaded DPM dictation files via email. The preconfigured settings will be used any time the default MAPI client for email is launched (for example, when clicking the **Send** button on the DPM Download/Configuration toolbar).

Program Options

The **Program Options** dialog box enables you to make specific settings for the DPM Download/Configuration program. These settings are stored on the PC exclusively and are not transferred to the DPM.

To display the **Program Options** dialog box, go to the **Settings** menu and select **Program Options**, or click this toolbar button: 



Device type


Displays the type of DPM which was last connected to the PC and enables you to select a different type. If the device is still connected, selecting a different type is not possible.

Note: This option also enables you to create configuration files for different types of DPMs without having the device connected to the PC. It is also possible to create one configuration file with all possible settings for all types of DPM devices. If this file is used for configuring different devices with different functionalities, only the supported settings are transferred to the device.

Synchronize DPM time with PC time

Adjusts the time displayed on the DPM with the time of the PC when the DPM is connected to the PC.

Open DPM Download/Configuration after connecting

Automatically displays the DPM Download/Configuration program when a DPM is connected to the PC and the program is active in the status notification area of the Windows task bar: 

Load device settings automatically

Automatically retrieves the DPM configuration which is stored on the device when the DPM is connected to the PC. The settings from the device overrule the device-specific settings in the program.

Default configuration file

The device-specific and program-specific settings are stored in a configuration file (INI file). It is possible to have several configuration files.

This option enables you to select a specific configuration file which is loaded automatically at the program start. The settings stored in this file overrule the current settings stored on the DPM and on the PC.

Path selection for DPM


This is the path to the drive which has been assigned to the DPM during the installation of the device.

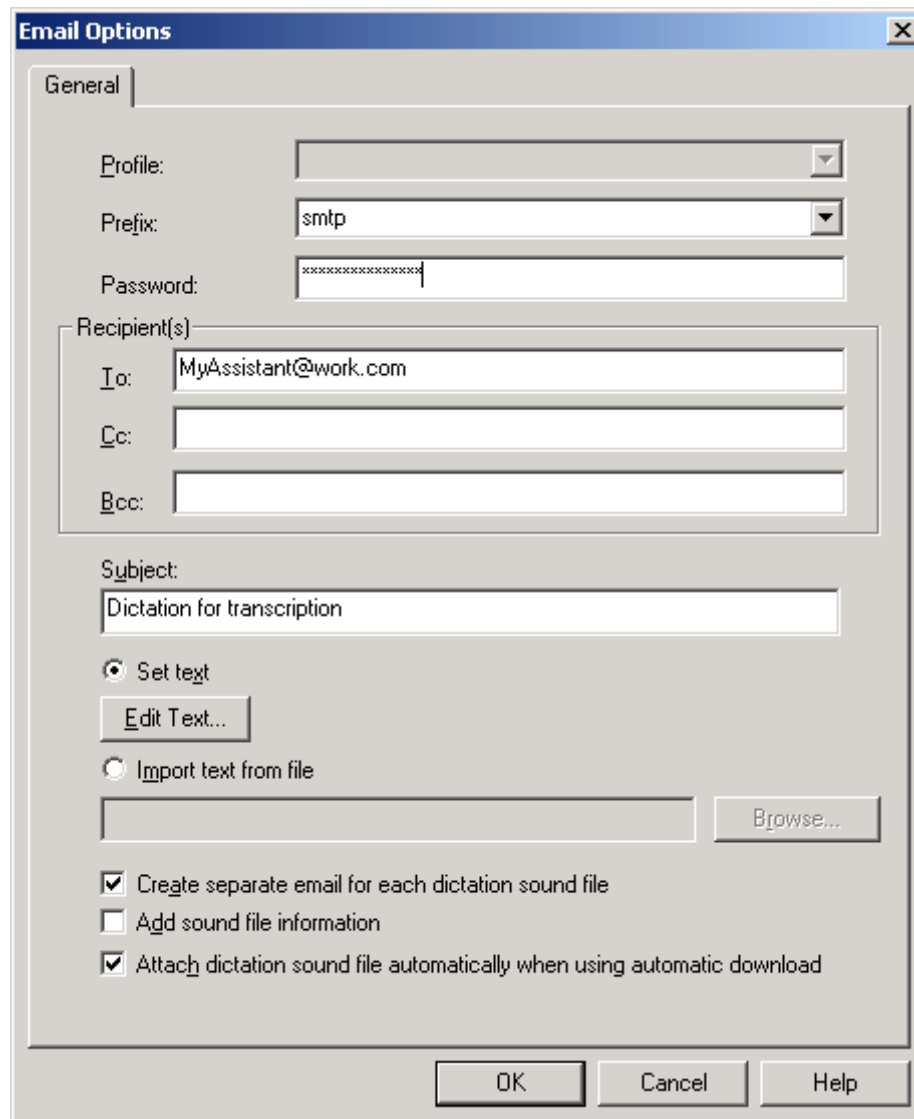
- **Automatic:** The path for the DPM is automatically detected.
- **Manual:** The path for the DPM is assigned manually by typing the path into the corresponding field or by clicking the **Browse** button.

Email Options

The **Email Options** dialog box enables you to make settings for the sending of DPM dictation files via email after they have been downloaded to the PC. The preconfigured settings are filled in automatically every time the MAPI client (this is the program used for email) is started. The settings can be used or edited before the email is sent.

Note: If the option for sending emails automatically is enabled in the **Download Options** dialog box, the preconfigured settings are used as default values.

To display the **Email Options** dialog box, go to the **Settings** menu and select **Email Options**, or click this toolbar button: 



The **Email Options** dialog box is shown with the **General** tab selected. It contains the following fields and options:

- Profile:** A dropdown menu.
- Prefix:** A dropdown menu with **smtp** selected.
- Password:** A text field with masked characters (asterisks).
- Recipient(s):** A group box containing:
 - To:** A text field with **MyAssistant@work.com**.
 - Cc:** An empty text field.
 - Bcc:** An empty text field.
- Subject:** A text field with **Dictation for transcription**.
- Set text:** A radio button that is selected, with an **Edit Text...** button next to it.
- Import text from file:** A radio button that is not selected, with an empty text field and a **Browse...** button next to it.
- Checkboxes:**
 - ☒ **Create separate email for each dictation sound file**
 - ☐ **Add sound file information**
 - ☒ **Attach dictation sound file automatically when using automatic download**

At the bottom are **OK**, **Cancel**, and **Help** buttons.

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Profile

This lists the currently installed email profiles and enables you to select a profile. Note that this option is only available if you have a mail system installed which supports Extended MAPI.

Prefix

This is an address prefix to be used with your MAPI client. For example, 'SMTP' if your MAPI client is Outlook or Outlook Express, 'NGW' if it is Novell Groupwise or 'LOTUS' if you are using Lotus Notes.

Password

This is the password used for sending your email messages.

Recipient(s)

Enables you to type in default email recipients in the **To**, **Cc** and **Bcc** fields; recipient names have to be separated by a semicolon (;).

Subject

Enables you to type in a default title for the email message.

Set text

Click the **Edit Text** button to type in a default text which automatically appears in every new email message.

Note: To add a new line, use the CTRL and ENTER key combination. Pressing the ENTER key carries out the command for the active button or option in the dialog box.

Import text from file

Enables you to specify a file (TXT file format) from which text is automatically imported when a new message is composed.

Create separate email for each dictation sound file

Creates a separate email message for each downloaded DPM dictation file.

Add sound file information

Inserts information about the sound file into the email message. This information is retrieved from the header section of the sound file.

Attach dictation sound file automatically when using automatic download

Automatically attaches the sound file of the dictation to the email message. Note that this function is only available in combination with the automatic download function.

Appendix

Philips 9750

The Philips 9750 (digital Dictation/Transcription System) is a state-of-the-art digital transcription system which also provides enhanced functions for digital dictation. It can be operated in the following ways:

- The Philips 9750 is a fully operational, conventional digital transcription device for the playback and transcription of sound files recorded with the any of the following DPM devices: DPM 9220, DPM 9250, DPM 9350 and DPM 9400. You do not need a PC but have the added benefit of digital recordings.
- The Philips 9750 can also be used as a digital dictation device in combination with the Philips microphones LFH 276/10 and LFH 278/10.
- In combination with the Philips conference microphone LFH 172, the device can also be used for making digital recordings, for example at conferences.
- It can also be used as a component for the transcription of digitally recorded sound files in a workflow system. The sound files can be downloaded to a PC via the transcription device and be thus introduced into the transcription workflow.

For more detailed information about the device, refer to the *Philips 9750 User Manual* delivered on the CD and the *Philips 9750 Quick Reference* which comes with the product.

For information about transferring data from the device to the PC, see below.

File download with Philips 9750

You can use the Philips 9750 for transferring data to the PC, for example, dictation sound files stored on the memory card. Depending on how you have configured the download process with the Download/Configuration program, the download process is either started automatically or by pressing the DOWNLOAD button on the Philips 9750.

To transfer data from the Philips 9750 to the PC, do the following:

1. Make sure the Philips 9750 is connected to the mains power supply, to the PC via the USB cable and that the device is in Stop mode.
2. Press the DOWNLOAD button on the Philips 9750 to establish the connection between the device and the PC.
3. Press the DOWNLOAD button again to start the data transfer unless you have configured the automatic download process with the DPM Download/Configuration program; in this case, the download process starts automatically.
4. When the download is finished, one of the following symbols will appear:

- The download finished successfully:



- The download did not succeed:




Command line parameters

The DPM Download/Configuration program supports the following command line parameters:

*.ini

If a configuration file (INI) is specified at command line level, the settings stored in the configuration file are imported and used automatically when the DPM Download/Configuration program is started. These settings overrule any settings stored in the registry or which have been specified via selecting a specific default configuration file.

/h

Hidden start: The DPM Download/Configuration program is started automatically at Windows startup but no program window is opened; the program icon is displayed in the status notification area of the Windows task bar: 

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/p

Protect: The settings which are stored in the configuration file, the default configuration file or the registry cannot be changed by the users. This means that any settings in the DPM Download/Configuration program are read-only information for the users. The users can view the settings but they cannot make any changes.

Note: This parameter is different to enabling the **Protect device configuration** option in the **DPM Configuration** dialog box. This option prevents users from changing the device-specific settings on the DPM.

/v

User interface view: The View menu setting, the path of the PC file list and the column settings (filtering, sorting, showing and hiding columns) cannot be changed by users.

Note: This parameter is only applied when the program is started. If the program is already running it is not applied until the program has been closed down and restarted.

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